



TOWN OF UPTON, MASSACHUSETTS

BOARD OF SELECTMEN

August 12, 2016

MEMO TO: Board of Selectmen
FROM: Blythe C. Robinson *BCR*
Town Manager
RE: Police Lieutenant Appointment Recommendation

As you know, included in the budget this year is funding for the vacant position of Police Lieutenant. The budget was crafted in such a way that once the collective bargaining process with the Police union was completed; there was an opportunity for a Sergeant to be promoted to the non-union position of Lieutenant. That process has taken place, and the position was posted internally, to which Mr. Bruce Rivard was the only applicant. As a result of his knowledge, years of experience with the Town, panel interview and my ability to observe his work in a difficult situation I recommend that Mr. Rivard be promoted to this position.

As you will note from his application, Mr. Rivard has been with the Town for 32 years, and has worked his way up through the ranks from a part-time officer to Sergeant. While he does not possess a college degree, he has had the opportunity to take numerous training courses, including several in the area of command training and supervision. In his role as Sergeant he is the officer in charge when the Police Chief is away, and supervises patrol shifts and detective and criminal investigations.

The Chief coordinated a panel interview for this hiring process, which was made up of himself, Hopkinton Police Chief Edward Lee, and Personnel Board member Bob Carnegie. I attended the interview as an observer. The panel posed a number of questions covering the departmental policies and procedures, responsibilities of a supervisor, scenarios a Lieutenant might be faced with and how he would handle them, and his position on the role of police in the community today. Mr. Rivard demonstrated good knowledge of policies and procedures, and confidence in how to handle situations such as domestic violence cases, officer involved shootings, and concerns expressed by people outside the department as to how operations were managed. Mr. Rivard expressed a strong desire to continue to serve the Town, and how much he enjoyed the opportunity to assist people, two traits that I think are important in a role such as this.

BOARD OF SELECTMEN
James A. Brochu, Chairman
Robert J. Fleming
Gary Daugherty

TOWN MANAGER
Blythe C. Robinson
One Main Street • Suite 1 • Upton, MA 01568
T: 508.529.6901 • F: 508.529.1010

Since the interview, I have had the opportunity to work very closely with Bruce on the issues that have arisen at #60 School Street, because the Chief was out of state on vacation when this occurred, and Mr. Rivard was in charge. I am very impressed with his composure, his ability to coordinate all aspects of the situation (owners, neighborhood concerns, other town departments, contractors, outside agencies and the press). He struck the right balance in getting the situation under control and drawing the line as to how the problem should be handled, but also demonstrated great compassion for the owners and the neighbors who were struggling with the issue.

Based upon this information and the recommendation of Chief Bradley I have made a conditional offer of employment to Mr. Rivard which he has accepted. I ask that you affirm my decision to offer him this position, and waive the 15 day waiting period. He intends to begin this new position on Tuesday, September 6, 2016. Enclosed with this memo is a copy of his application for employment. I would be happy to discuss this further with you at our next meeting and answer any questions you may have about this appointment.

Cc: Chief Michael Bradley

Enclosures

June 20,2016

Board of Selectmen
Town of Upton□
1 Main Street □Box 1
Upton, MA 01568

Dear Board of Selectmen:

I am writing regarding my interest in the Police Department Lieutenant position.□The qualities you are seeking are well matched to my professional experience in a Law Enforcement role.

In my eighteen years as a Sergeant, working closely with Chief Bradley and Retired Chief Stockwell, I have established and maintained effective working relationships with town departments, the community, as well as other law enforcement officials. In my service as the Assigned Officer In-Charge, I am responsible for the supervision of the Police Department in the absence of the Police Chief. I have acquired extensive experience in heading special operations through my assistance to the Police Chief with the planning, organizing, and directing of all major operations within the department. Also, through my service as the supervisor of detective and criminal investigations I have excelled in my role of leadership. It is through these various aspects of my current position that I have gained the necessary abilities to lead and supervise subordinates.

I am confident that through the Police Department Lieutenant position I would continue to serve the town and the community to the best of my ability.

□The enclosed resume further describes details about my additional relevant experience. I look forward to meeting with you soon to discuss this opportunity. Thank you for your time and consideration.

Sincerely,

□Bruce D. Rivard



APPLICATION FOR EMPLOYMENT

OFFICE OF THE TOWN MANAGER

Human Resources Department

One Main Street, Box 1 Upton, MA 01568

brobinson@uptonma.gov.

An Equal Opportunity Employer

The Town of Upton is an equal opportunity employer and does not discriminate against any applicant because of race, color, religion, sex, marital status, national origin, age, disability, sexual orientation or any other class protected by federal, state or local law. Any person who needs assistance in fully participating in the application process should contact the Town of Upton Human Resources Department.

A fully completed application is required for each position applied for. "See Resume" is not acceptable in any field; however, you may attach a resume to this application form.

I. Your Contact Information

Bruce D. Rivard

06-21-2016

Name (please print)

Date

31 Knowlton Circle

Upton, MA

01568

Address

and Street, PO Box

City and State

Zip Code

508-989-1057

508-989-1057

Telephone Daytime

Evening

E-mail address

II. Position You Are Applying For

Lieutenant - Police Department

Internal Posting

Position title as advertised

How did you hear about this position?

Please review the functions of the position as outlined in the job description. Are you able to perform all of the essential duties of the position for which you are applying? YES NO

YES

01-1991

POLICE DEPT.

Have you ever been employed by the Town of Upton?

When?

What Department?

Are you able to provide documented proof of U.S. citizenship or valid work permit as required upon employment to work in the United States? YES NO

III. Your Educational Achievements

School	Name/Address/City/State	No. of Years Attended	Degree/Certificates/Rank Granted
High School	BVT UPTON, MA	4	HS DIPLOMA
College			
Graduate School			
Trade, Business, Courses	Various Police Courses		
Military Service or Other Training	Police Training Courses		

APPLICATION FOR EMPLOYMENT

IV. Licenses

Please list all current licenses you possess that are relevant to the position you seek. A current valid license is a condition of employment where required.

Do you have a valid driver's license (Class D auto)? ☒ Yes ☒ No If yes, enter expiration date 03-11-2003
 Do you have a valid CDL license (Class A or B)? ☒ Yes ☒ No ☒ If yes, enter expiration date _____
 Do you have a valid Hydraulic license? ☒ Yes ☒ No ☒ If yes, enter expiration date _____
 What other valid licenses or certificates do you hold? (Job Related) _____

V. Office Skills (if applicable). Please check the column that you feel best describes your knowledge:

	<input checked="" type="checkbox"/> Beginner	<input checked="" type="checkbox"/> Intermediate	<input checked="" type="checkbox"/> Advanced
Knowledge of Word Processing		X	
Knowledge of Spreadsheets			
Knowledge of Databases		X	
Automated Accounting Systems		X	
Bookkeeping knowledge		X	
Transcription ability		X	

VI. Special Skills

Please list any other skills or abilities you feel are relevant.

VII. Employment History (please do not write "see resume.")

Please account for the last four positions you have held. Start with your present or last employer. You may include military service and any verifiable work performed as an intern or volunteer.

May we have permission to contact your present employer? ☒ YES ☐ NO

1. Town of Upton Police Department School Street Upton, MA 01568
 Employer Address
Cheif Michael Bradley 1984-present
 Supervisor Dates Worked
 on going
 Salary Received Reason for Leaving
Assisting Police Chief, Officer In-Charge, Supervising, Planning & Organizing patrol shifts, Fleet mgmt.
 Description of primary duties

2. _____
 Employer Address
 Supervisor Dates Worked
 Salary Received Reason for Leaving
 Description of primary duties

APPLICATION FOR EMPLOYMENT

3. _____

Employer	Address
Supervisor	Dates Worked
Salary Received	Reason for Leaving
Description of primary duties	

4. _____

Employer	Address
Supervisor	Dates Worked
Salary Received	Reason for Leaving
Description of primary duties	

Have you ever been forced to resign from any position? If yes, please provide details:

NO

VIII. Business References (A minimum of three references are required. Please do not write "see resume.")

1. Thomas Stockwell	82 West River Street Upton, Ma	508-529-6062	Ret. Police Ch
Name	Address	Phone	Relationship
2. Richard Henderson Jr.	95 Warren Street Upton, Ma	508-922-8993	Ret. Fire Chief
Name	Address	Phone	Relationship
3. Edward Sullivan Jr.	74 Christian Hill Road Upton, Ma	617-771-1515	Ret. Staff Sgt.
Name	Address	Phone	Relationship
4. Charles Wallace	57 Pinecrest Hopkinton, Ma	508-497-3401	Ret. Lt. Hopkir
Name	Address	Phone	Relationship

IX. Employment of Minors

The Town of Upton is subject to certain child labor provisions regarding the employment of persons under the age of 18. Further, an employment Permit or Educational Certificate may be required, depending on the age of the minor. Are you under the age of 18? X NO YES If yes, please indicate your age: _____

APPLICATION FOR EMPLOYMENT

X. Medical Information

All offers of employment are conditional upon a physical examination, and an occupational evaluation, where required. Satisfactory ability to perform the essential functions of the position is a condition of employment.

XI. Pre-Employment Drug Testing

All offers of employment are conditional upon the satisfactory completion of a pre-employment drug test, where required. Satisfactory completion of a required drug or alcohol test is a condition of employment as outlined in the Drug and Alcohol Testing Policy of the Town of Upton.

XII. Lie Detector Test

It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability.

XIII. Signature

CAREFULLY READ ALL PARTS OF THIS APPLICATION FORM BEFORE SIGNING.

- A. I understand that acceptance of this application by the Town of Upton does not imply that I will be employed. (Exception to A is an employee filling out this application for promotional purposes only.)
- B. The information that I have provided is true and complete. I understand that misrepresentation or omission of any fact in my application, resume, or in any other materials, or as provided during interviews, can be justification for refusal of employment or can be justification for termination from employment, if employed.
- C. I understand that any offer of employment that I receive from the Town of Upton is contingent upon my successful completion of the pre-employment screening process, including but not limited to the Town of Upton receiving satisfactory references, a satisfactory criminal history and Criminal Offense Record Inquiry if required, satisfactory verification of driver's license or certifications where required, satisfactory completion of any required post-offer pre-employment drug test or physical examination.
- D. In processing my application of employment, the Town of Upton may verify all the information provided by me concerning, among other things, my prior employment or military record, education, character, general reputation and personal characteristics. I hereby agree to release the town from any and all liability arising out of the verification process.
- E. I authorize the Town to take whatever steps deemed necessary to obtain information regarding my qualifications for employment including contacting my present and former employers, by contacting individuals listed as business, educational or personal references, and by contacting other individuals to provide or further clarify information about me.
- F. I hereby release my present and former employers and all individuals contacted for factual information about me from any and all liability damages arising from furnishing the requested information.
- G. If employed by the Town of Upton, I understand that as a condition of employment, I may be required to furnish additional or updated medical information, that I may be required to undergo a physical examination, and/or an occupational evaluation, that I may be subject to drug and/or alcohol testing, that the Town may request a Criminal Offense Record Inquiry (CORI check) on me, investigate my driving record or verify my license(s) or certification(s) as required for employment at any time during my employment. As a condition of employment an employee may be required to provide additional or updated information especially if this employee has been on workers comp and may require both drug testing and an employment physical in order to allow us to have the necessary information for making a proper decision or reasonable accommodations, if necessary.
- H. I understand that the Town of Upton is an at-will employer. If employed, I understand that my employment may be terminated with or without cause at any time unless there is an appropriate bargaining unit contract.

My signature certifies that I have read and agree with the above statement and all statements contained in this Application for Employment.

Bruce D. Rivard

Applicant Name (Please Print)

06-21-2016

Applicant Signature

Date

Bruce D. Rivard

31 Knowlton Circle, Upton, MA 01568

508-989-1057

bdrivard77@gmail.com

EXPERIENCE

Upton Police Department, Upton, Ma

Police Sergeant

1998-

Present

- **Officer In-Charge:** Responsible for the supervision of the Police and Communication departments in the absence of the Police Chief.
- Directs operations, supervising, planning, and organizing patrol shifts for officers.
- Serves as supervisor of detective and criminal investigations reporting directly to the Police Chief.
- Assists Police Chief with the planning and organizing of major and special operations.
- Serves as response team leader for preliminary operations.
- Maintains supervisory responsibilities for unusual occurrences and functions as coordinator for multi-agency responses.
- Conducts personnel evaluations and annual evaluations of department personnel.
- Conducts background investigations for new hire of officers and communication personnel.
- **Fleet Supervisor:** Plans and coordinates the maintenance of the Police fleet.

Patrol Officer

1990-1998

- Performed patrol duties and served as lead investigator for criminal investigation.

Reserve Officer

1984-1990

- Performed part-time patrol duties and filled in temporarily for full-time officers.

TRAINING & CERTIFICATIONS

- *Rapid Deployment Instructor, Law Enforcement Training & Techniques*
- *Command Training Program at New England Institute of Law Enforcement Management, Babson College*
- *Implementing Community Policing, New England Institute of Law Enforcement Management, Babson College*
- *Strategic Consideration Command for Command Officers, Worcester Police Department.*
- *Terrorist Incident Command Preparation, Commonwealth of Mass. Executive Office of Public Safety*
- *80-hour Basic Sergeants Training, Canton Police Academy, Taunton, MA*
- *Basic Crisis Negotiations, MCJTC, Boylston, MA*
- *Multi-hazard Emergency Planning for Schools, Massachusetts Department of Elementary & Secondary Education*
- *Police Background Investigation and Selection Process, Hutchinson Law Enforcement Training*
- *Suicide Prevention for Supervisors, MCJTC, Boylston, MA*
- *Risk Management Seminar, Franklin, MA*



TOWN OF UPTON, MASSACHUSETTS

BOARD OF SELECTMEN

August 11, 2016

Mr. Bruce Rivard
31 Knowlton Circle
Upton, MA 01568

Dear Mr. Rivard:

The Town of Upton ("the Town") is pleased to make you a conditional offer of employment as a Lieutenant for the Police Department. You will be paid at the annual salary of Eighty-nine thousand six hundred twenty-three dollars in weekly installments, less applicable taxes and other required or authorized withholdings. As discussed, you will be expected to perform in good faith whatever tasks that are assigned to you as are necessary to perform your job. This offer is contingent upon concurrence by the Board of Selectmen at their August 23, 2016 meeting of my recommendation to make this appointment and successful completion of a six month probationary period.

Your employment will begin on September 6, 2016 where you should report to Chief Michael Bradley. Your regular work schedule will be 40 hours/week, on the 4:00 PM – 12 midnight shift, or other hours as the job may dictate.

You will be eligible to receive paid time off for vacation, sick leave, personal leave and holidays in accordance with the Police I.U.P.A. AFL-CIO Local #162 Contract. As an "at will" salaried employee the only benefits that will not accrue to you include compensation for an academic degree, court time, overtime pay, and ability to work details will only be applicable in cases of emergency where no other personnel are available. In addition, you will be eligible to participate in the Town's employee benefits program in accordance with our policies, which, like all of our personnel policies, may also be changed from time to time or discontinued. For further information about the Town's current leave and benefits policies, as well as information about the Town's other current personnel policies; you should consult the Town's Personnel By-Law, copies of which are attached.

To confirm your acceptance of employment under the terms of this letter, please sign, date and return a copy of this letter. Please note that this conditional offer shall be immediately withdrawn upon your failure to meet the terms and conditions contained herein.

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Conditional Offer of Employment: Bruce Rivard

August 11, 2016

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As illustrated in the By-Law, we believe that the Town offers its employees a variety of progressive benefits and protections. In exchange, the Town expects that you will conform to certain rules and requirements consistent with maintaining a professional working environment. Finally, the Town follows a policy of at-will employment, which means that either you or the Town can terminate the employment relationship with or without cause at any time and that there is no contractual right to continued employment or any terms or conditions of employment.

To confirm your acceptance of employment under the terms of this letter, please sign, date and return a copy of this letter. Please note that this conditional offer shall be immediately withdrawn upon your failure to meet the terms and conditions contained herein. In addition, please read, date and acknowledge the receipt of the Personnel By-Law by signing the Acknowledgment Form and return a copy of your signed receipt.

By so doing, you understand and acknowledge that your employment constitutes the consideration necessary for agreeing to the terms outlined in this letter and for abiding by and complying with all of the Town's policies and procedures, as contained in the Personnel By-Law or otherwise. You also understand and agree that this letter supersedes any statements regarding your employment that have been expressed or implied which are contrary to the terms contained herein. Please do not make any changes in the original content of either document requiring your signature.

We look forward to the positive contributions you can make to the Town and to our continued success.

Sincerely,



Blythe C. Robinson
Town Manager

Cc: Chief Michael Bradley

Enclosure

Conditional Offer of Employment: Bruce Rivard

August 11, 2016

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CONFIRMATION OF ACCEPTANCE OF OFFER OF EMPLOYMENT

I hereby confirm the acceptance of employment based on the terms described herein.

Signature: Bruce D Rivard Date: 8-12-16